**22: RECRUITMENT PROCEDURES**

***The following replaces the text appearing in Section 3 “Policy & Procedures” – 3.2 Recruitment Guidelines of our Code of Ethics & Good Practice for Youth Sport in Gymnastics Ireland.***

Gymnastics Ireland values the contribution made by every volunteer. Without this commitment there would be limited opportunities for young people to participate.

Irrespective of whether recruitment occurs at Club or National level, the following recruitment process for any person willing to work with young people (or vulnerable persons) must be carried out.

Everyone must operate with the highest integrity by adhering to Gymnastics Ireland Codes of Conduct.

All Clubs affiliated to Gymnastics Ireland must ensure that they follow best practice and also comply with legislation where appropriate.

In order to promote the ‘Code of Best Practice for Youth Sport in Gymnastics Ireland’ the following procedures will apply:

* Ensure that all adults with substantial access to young people or vulnerable persons (whether paid or unpaid) at Club or National level undergo a recruitment process before commencing a role.
* These procedures will assist in placing individuals in the position to which they are best suited and also help in the protection of young people and adults.
* The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.

**RECRUITMENT REQUIREMENTS AT CLUB LEVEL**

* Applicant completes a job application where provided.
* Club membership form to be completed by all individuals.
* Individual interviewed by Club officials.
* If successful, applicant should attend an information meeting about the Club and the specifics of the role.
* Vetting - must be successfully completed. Comply with vetting as per the (ROI) National Vetting Bureau Acts 2012-2016 - <https://www.gymnasticsireland.com/about/structure-policy/garda-vetting>

or (NI) Disclosure and Barring Service (DBS) criminal records checks <https://www.gymnasticsireland.com/about/structure-policy/accessni>

* Individuals who have just commenced to reside in ROI, must provide evidence of their most recent police check from the previous country where they worked with young people.
* Safeguarding Training - Completion of Safeguarding Training as per GI Safeguarding Training policy - <https://www.gymnasticsireland.com/about/structure-policy/safeguarding>. If the individual has lived outside of ROI and was in a role with young people, a copy of the most up to date safeguarding training certificate from that country where they have resided should be requested plus the individual must complete Safeguarding training as per GI Safeguarding Training policy.
* Coaching qualifications must be viewed and referred to GI Education Manager in if any clarifications needed.
* References may be requested.
* Availability of a letter of suitability from a previous employer within the last 12 months would be an advantage.
* Completed code of conduct.
* GI Policy, Welfare & Compliance Manager (PWCM) must be advised if you are considering recruiting a person who is coming to reside in ROI. The PWCM will request a letter of suitability for the role from the individuals’ home Federation with specific reference to the possibility or not of any safeguarding issues. The recruitment process for any individual will remain pending until the receipt of information from the home Federation and cannot partake in carrying out the role.

(if a letter of suitability is not forthcoming from the individuals home Federation, GI will access each case on its merits taking into account the information to hand and may then be in a position to make a decision regarding suitability for the role).

**RECRUITMENT REQUIREMENTS AT NATIONAL LEVEL (including but not limited to National Squad activities)**

* Applicant completes a job application where provided.
* Individual interviewed by the GI Performance & Technical Manager (PTM)
* If successful, applicant will attend an information meeting about the specifics of the role with PTM.
* Vetting – if not previously completed at Club level, must be successfully completed. Comply with vetting as per the (ROI) National Vetting Bureau Act 2012-2016 - <https://www.gymnasticsireland.com/about/structure-policy/garda-vetting>

or (NI) Disclosure and Barring Service (DBS) criminal records checks <https://www.gymnasticsireland.com/about/structure-policy/accessni>

* Individuals who have just commenced to reside in ROI or come to Ireland on an ad hoc basis, must provide evidence of their most recent police check from the previous/existing country where they worked/or are working.
* Safeguarding Training - Completion of Safeguarding Training as per GI Safeguarding Training policy - <https://www.gymnasticsireland.com/about/structure-policy/safeguarding>. If the individual has lived/lives outside of ROI and in a role with young people, a copy of most up to date safeguarding training certificate from the country they have resided in should be requested plus individual must complete Safeguarding training as per GI Safeguarding Training policy (if not already completed at Club level).
* Coaching qualifications must be viewed and referred to GI Education Manager in if any clarifications needed.
* References may be requested.
* Completed code of conduct.
* Availability of a letter of suitability from a previous employer within the last 12 months would be an advantage.
* GI Policy, Welfare & Compliance Manager (PWCM) must be advised if an individual is being recruited who is coming to reside in ROI or on an ad hoc basis in ROI. The PWCM will request a letter of suitability for the role from the individuals’ home Federation with specific reference to the possibility or not of any safeguarding issues. The recruitment process for any individual will remain pending until the receipt of information from the home Federation and the individual cannot proceed in carrying out any role involving our young members (this may have been completed through Club recruitment procedures).

(if a letter of suitability is not forthcoming from the individuals home Federation, GI will access each case on its merits taking into account the information to hand and may then be in a position to make a decision regarding suitability for the role).

**N.B.** It is the responsibility of the applicant to provide all appropriate documentation in English.